

## 20. Databases on CD-ROM, DVD, or Disk

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

**See also:**

Chapter 24 Databases/Retrieval Systems on the Internet

## Sample Citation and Introduction to Citing Databases on CD-ROM, DVD, or Disk

The general format for a reference to a database on CD-ROM, DVD, or disk, including punctuation:

- for a serial database that is open:

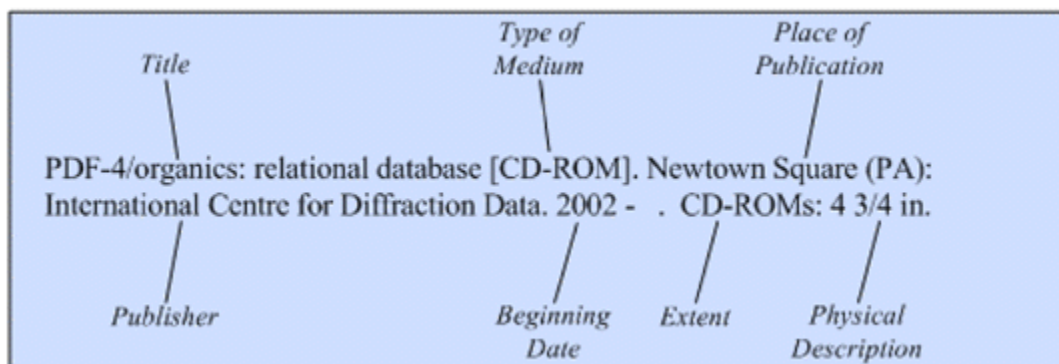


Illustration of the general format for a reference to a database on CD-ROM, DVD, or disk for a serial database that is open.

- for a serial database that is closed:

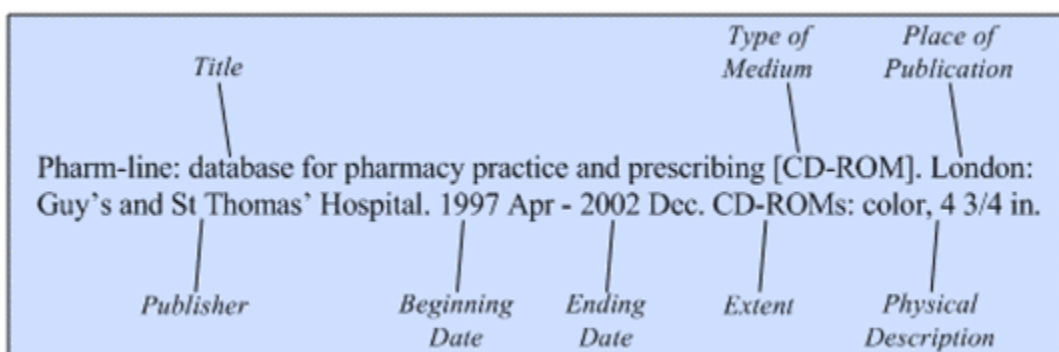


Illustration of the general format for a reference to a database on CD-ROM, DVD, or disk for a serial database that is closed.

- for a single database:

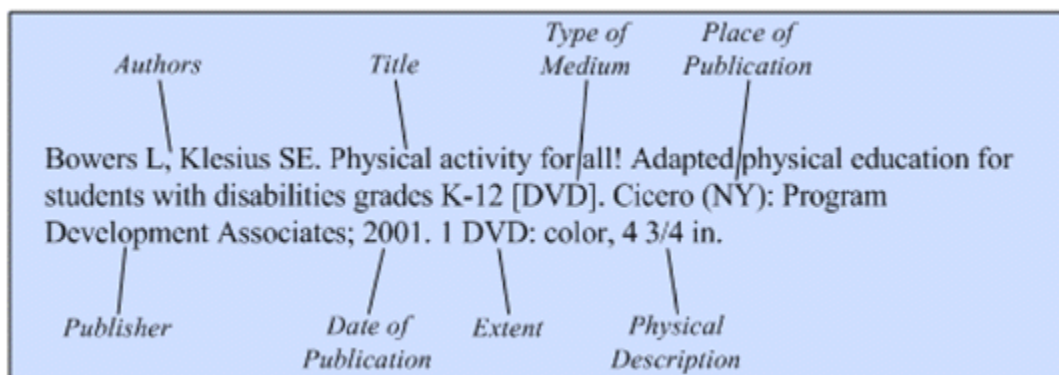


Illustration of the general format for a reference to a database on CD-ROM, DVD, or disk for a single database.

## Examples of Citations to Databases on CD-ROM, DVD, or Disk

A database is a collection of individual records that are most often standardized in both format and content. Database records are usually related by a common denominator such as subject matter or the source of the material in them. Text-oriented databases are generally bibliographic or full-text, where each record has a bibliographic citation to a publication or the complete text of a document. Number-oriented databases cover many types, including statistical, time series, and transactional.

There are two broad categories of databases found on CD-ROM, DVD, or disk: serial and single. Their publication pattern differentiates them.

Serial databases contain records or other entries that have been collected over a period of time, with new or updated versions issued at stated intervals. Serial databases are either open or closed. Open databases continue to have new records added to them or to have existing records updated; in closed databases no records are being added or updated.

- To cite an open serial database, give the beginning date of the database followed by a hyphen, 3 spaces, and a period.
- To cite a closed serial database, give the beginning and ending dates, separated by a hyphen. End date information with a period.

The second broad category is single databases. These are collections of records published only once, usually with no intention of updating or adding records at a future date, although minor corrections/changes may be made.

- To cite a single database, give the one date of publication as you would for a standard book.
- If you are unsure whether a database is a serial or single one, cite it as a single.

Databases frequently change titles and publishers over time. When citing a database, always provide information on the latest title and publisher unless you are citing an earlier version. If you wish to cite all years for a database that has changed title, provide a separate citation for each title. For example:

Veterinary librarian [disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in. Continued by: Veterinary Journal Index.

Veterinary journal index [CD-ROM]. Littleton (CO): First Move. 2003 - . CD-ROMs: 4 3/4 in. Continues: Veterinary Librarian.

Do not cite this database as:

Veterinary journal index [CD-ROM]. Littleton (CO): First Move. 1990 - . CD-ROMs: 4 3/4 in.

Use the opening screen(s), the label of the CD-ROM, DVD, or disk, the jewel case (carrying case), and accompanying documentation, in that order, for authoritative information to use in citing a database.

## Parts of Databases and Contributions to Databases

This chapter includes citation rules for entire databases on CD-ROM, DVD, or disk. For citing a part of these databases, such as an individual record, combine the guidelines presented in this chapter with those in Chapter 24B Parts of Databases on the Internet and Chapter 2C Parts of Books. See also example 34 below.

For citing a contribution to a database, which occurs when an author(s) submits text or data to a database, combine the guidelines presented in this chapter with those in Chapter 24C Contributions to Databases on the Internet and Chapter 2D Contributions to Books. See also example 35 below. Note, however, that entries for the books and journal articles in a bibliographic database should not be cited as a contribution; the original item should be sought when possible.

When citing a part of a database, begin with the citation to the database, then add information on the part. Do the opposite when citing a contribution. Because a reference should start with the individual or organization responsible for the intellectual content of the publication, begin a reference to a contribution with the author and title of the contribution, followed by the word "In:" and the citation for the entire database.

As when citing parts and contributions to books, provide the length of the part or contribution to a database whenever possible. If traditional page numbers are not present, calculate the extent of the part or contribution using the best means possible, i.e., number of paragraphs, screens, or pages if printed out. Since screen size and print fonts vary, precede the estimated number of screens and pages with the word, "about", and place extent information in square brackets, such as [about 3 screens]. For parts and contributions that contain hyperlinks, however, such as the second sample citation in example 35, it will not be possible to provide the length.

Continue to Citation Rules with Examples for Databases on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Databases on CD-ROM, DVD, or Disk.

## **Citation Rules with Examples for Databases on CD-ROM, DVD, or Disk**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Extent (Pagination) (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

### **Author/Editor for Databases on CD-ROM, DVD, or Disk (required)**

#### **General Rules for Author/Editor:**

- List names in the order they appear on the opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

#### **Specific Rules for Author/Editor:**

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

#### **Examples for Author/Editor:**

1. Standard citation to an open serial database on CD-ROM, DVD, or disk
2. Standard citation to a closed serial database on CD-ROM, DVD, or disk
3. Standard citation to a single database on CD-ROM, DVD, or disk
4. Database on CD-ROM, DVD, or disk with an individual(s) as author
5. Database on CD-ROM, DVD, or disk with optional full names for author
6. Database on CD-ROM, DVD, or disk with an organization as author
7. Database on CD-ROM, DVD, or disk with editors where there is no author

8. Database on CD-ROM, DVD, or disk with no authors or editors

16. Database on CD-ROM, DVD, or disk with authors and editors or other secondary authors

## **Author Affiliation for Databases on CD-ROM, DVD, or Disk (optional)**

### **General Rules for Author Affiliation:**

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

### **Specific Rules for Author Affiliation:**

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

### **Examples for Author Affiliation:**

9. Database on CD-ROM, DVD, or disk with author affiliation

## **Title for Databases on CD-ROM, DVD, or Disk (required)**

### **General Rules for Title:**

- Enter the title of a database as it appears on the opening screens, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

### **Specific Rules for Title:**

- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

### **Examples for Title:**

10. Database title on CD-ROM, DVD, or disk with subtitle

11. Database on CD-ROM, DVD, or disk with title ending in other than a period

12. Database on CD-ROM, DVD, or disk in a language other than English
13. Database on CD-ROM, DVD, or disk published with two equal languages

## Content Type for Databases on CD-ROM, DVD, or Disk (optional)

### General Rules for Content Type:

- A content type alerts the user that the reference is not to a standard book but to a database
- Begin type information with a left square bracket
- Enter the words "database on"
- End the content type with space

### Specific Rules for Content Type:

- Titles ending in punctuation other than a period
- Titles not in English

### Examples for Content Type:

1. Standard citation to an open serial database on CD-ROM, DVD, or disk
2. Standard citation to a closed serial database on CD-ROM, DVD, or disk
3. Standard citation to a single database on CD-ROM, DVD, or disk

## Type of Medium for Databases on CD-ROM, DVD, or Disk (required)

### General Rules for Type of Medium:

- Indicate the type of medium (CD-ROM, DVD, disk) following the title (and Content Type, if present)
- Place the name of the medium in square brackets and end with a period, such as "[DVD]."
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 24 for databases on the Internet

### Specific Rules for Type of Medium:

- Both a content type and a type of medium
- Database in more than one type of medium
- Titles ending in punctuation other than a period
- Titles not in English

### Examples for Type of Medium:

1. Standard citation to an open serial database on CD-ROM, DVD, or disk
2. Standard citation to a closed serial database on CD-ROM, DVD, or disk
3. Standard citation to a single database on CD-ROM, DVD, or disk
11. Database on CD-ROM, DVD, or disk with title ending in other than a period
12. Database on CD-ROM, DVD, or disk in a language other than English
13. Database on CD-ROM, DVD, or disk published with two equal languages

## **Edition for Databases on CD-ROM, DVD, or Disk (required)**

### **General Rules for Edition:**

- Indicate the edition/version being cited after the Type of Medium when a database is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

### **Specific Rules for Edition:**

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version
- First editions

### **Examples for Edition:**

15. Database on CD-ROM, DVD, or disk with an edition or version

## **Editor and other Secondary Authors for Databases on CD-ROM, DVD, or Disk (optional)**

### **General Rules for Editor and other Secondary Authors:**

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the Type of Medium and any Edition statement
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and a space and the word editor or editors; the last named illustrator with a comma and a space and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

### **Specific Rules for Editor and other Secondary Authors:**

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

### **Examples for Editor and other Secondary Authors:**

7. Database on CD-ROM, DVD, or disk with editors where there is no author

8. Database on CD-ROM, DVD, or disk with no authors or editors

16. Database on CD-ROM, DVD, or disk with authors and editors or other secondary authors



## Place of Publication for Databases on CD-ROM, DVD, or Disk (required)

### General Rules for Place of Publication:

- Place is defined as the city where the database is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

### Specific Rules for Place of Publication:

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

### Examples for Place of Publication:

17. Database on CD-ROM, DVD, or disk with well known place of publication
18. Database on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity
19. Database on CD-ROM, DVD, or disk with place of publication inferred
20. Database on CD-ROM, DVD, or disk with unknown place of publication

## Publisher for Databases on CD-ROM, DVD, or Disk (required)

### General Rules for Publisher:

- A publisher is defined as the individual or organization issuing the database
- Record the name of the publisher as it appears on the title page or opening screens, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period for serial databases and a semicolon for single databases

### Specific Rules for Publisher:

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

**Examples for Publisher:**

21. Database on CD-ROM, DVD, or disk with publisher having subsidiary division
22. Database on CD-ROM, DVD, or disk with government agency or other national body as publisher

**Date of Publication for Databases on CD-ROM, DVD, or Disk (required)****General Rules for Date of Publication:**

- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- For an open serial database, give the beginning date of the database followed by a hyphen and 3 spaces
- For a closed serial database, give the beginning and ending dates, separated by a hyphen with a space before and after
- For a single database, provide the one date of publication as you would for a standard book
- End date information for all types with a period unless a Date of Update/Revision is found, then use a space

**Specific Rules for Date of Publication:**

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

**Examples for Date of Publication:**

23. Database on CD-ROM, DVD, or disk with month(s) included in date of publication
24. Database on CD-ROM, DVD, or disk with season included in date of publication
25. Database on CD-ROM, DVD, or disk with multiple years
26. Database on CD-ROM, DVD, or disk with date of copyright instead of date of publication
27. Database on CD-ROM, DVD, or disk with date obtained from earliest material in it
28. Database on CD-ROM, DVD, or disk with date estimated
29. Database on CD-ROM, DVD, or disk with update date

**Date of Update/Revision for Databases on CD-ROM, DVD, or Disk (required)****General Rules for Date of Update/Revision:**

- Databases may be updated or revised between editions or versions
- Use whatever word for update or revision is provided, such as updated and modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.

- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place update/revision information in square brackets
- End update/revision information with a period placed outside the closing bracket

### **Specific Rules for Date of Update/Revision:**

- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

### **Examples for Date of Update/Revision:**

29. Database on CD-ROM, DVD, or disk with update date

## **Extent (Pagination) for Databases on CD-ROM, DVD, or Disk (optional)**

### **General Rules for Extent (Pagination):**

#### **For serial databases-**

- Give the name of the medium on which the database is issued, such as CD-ROMs or Computer disks
- End extent information with a period unless Physical Description is included, then use a colon

#### **For single databases-**

- Give the total number of physical pieces on which the database appears
- Follow the number with the name of the medium, such as 2 CD-ROMs or 4 computer disks
- End extent information with a period unless Physical Description is included, then use a colon

### **Specific Rules for Extent (Pagination):**

- More than one type of medium

### **Examples for Extent (Pagination):**

1. Standard citation to an open serial database on CD-ROM, DVD, or disk
2. Standard citation to a closed serial database on CD-ROM, DVD, or disk
3. Standard citation to a single database on CD-ROM, DVD, or disk
30. Database on CD-ROM, DVD, or disk with extent and physical description

## **Physical Description for Databases on CD-ROM, DVD, or Disk (optional)**

### **General Rules for Physical Description:**

- Give information on the physical characteristics, such as color and size

### **Specific Rules for Physical Description:**

- Language for describing physical characteristics
- More than one type of medium

### Examples for Physical Description:

1. Standard citation to an open serial database on CD-ROM, DVD, or disk
2. Standard citation to a closed serial database on CD-ROM, DVD, or disk
3. Standard citation to a single database on CD-ROM, DVD, or disk
30. Database on CD-ROM, DVD, or disk with extent and physical description

### Series for Databases on CD-ROM, DVD, or Disk (optional)

#### General Rules for Series:

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

#### Specific Rules for Series:

- Series editor's name provided
- Multiple series

#### Examples for Series:

31. Database on CD-ROM, DVD, or disk with a series

### Language for Databases on CD-ROM, DVD, or Disk (required)

#### General Rules for Language:

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

#### Specific Rules for Language:

- Databases appearing in more than one language

#### Examples for Language:

12. Database on CD-ROM, DVD, or disk in a language other than English
13. Database on CD-ROM, DVD, or disk published with two equal languages

### Notes for Databases on CD-ROM, DVD, or Disk (optional)

#### General Rules for Notes:

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

### **Specific Rules for Notes:**

- System requirements
- Other types of material to include in notes

### **Examples for Notes:**

32. Database on CD-ROM, DVD, or disk with optional system requirements
33. Database on CD-ROM, DVD, or disk with supplemental note included

## Examples of Citations to Databases on CD-ROM, DVD, or Disk

### 1. Standard citation to an open serial database on CD-ROM, DVD, or disk

The Cochrane library [CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 - . CD-ROMs: 4 3/4 in.

Physical education index [CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 - . CD-ROMs: 4 3/4 in.

Science watch. Hot papers database [CD-ROM]. Philadelphia: Thompson Scientific. 1996 - . CD-ROMs: 4 3/4 in.

Chicano database [CD-ROM]. Berkeley (CA): University of California, Chicano Studies Library Publications. 1990 - . CD-ROMs: 4 3/4 in.

*with optional content type*

The Cochrane library [database on CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 - . CD-ROMs: 4 3/4 in.

Physical education index [database on CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 - . CD-ROMs: 4 3/4 in.

### 2. Standard citation to a closed serial database on CD-ROM, DVD, or disk

Health and psychosocial instruments [CD-ROM]. Pittsburgh (PA): Behavioral Measurement Database Services. 1992 - 2003. CD-ROMs: color, 4 3/4 in.

Veterinary librarian [disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in.

*with optional content type*

Health and psychosocial instruments [database on CD-ROM]. Pittsburgh (PA): Behavioral Measurement Database Services. 1992 - 2003. CD-ROMs: color, 4 3/4 in.

Veterinary librarian [database on disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in.

### 3. Standard citation to a single database on CD-ROM, DVD, or disk

The animal motion show: a visual reference for artists [DVD]. Burbank (CA): Rhino House; 2003. 2 DVDs: sound, color, 4 3/4 in.

Properties of organic solvents [CD-ROM]. Version 2.0. Boca Raton (FL): CRC Press; c1996. 1 CD-ROM: 4 3/4 in.

Houston R, Conrad P, Boyce W, Hayes R. ParasitoLog: an interactive database of veterinary parasites [CD-ROM]. Davis (CA): University of California, School of Veterinary Medicine; 1997. 1 CD-ROM: color, 4 3/4 in.

Comprehensive occupational health nursing preparation database [disk]. Version 1.0. [Westboro (MA)]: Data-chem Software; c1991. 2 computer disks: 3 1/2 in.

Anesthesia & critical care drug database [disk]. Version 3.1. Redondo Beach (CA): Med-Pharm Information Systems; c1996. 2 computer disks: 3 1/2 in.

*with optional content type*

The animal motion show: a visual reference for artists [database on DVD]. Burbank (CA): Rhino House; 2003. 2 DVDs: sound, color, 4 3/4 in.

Properties of organic solvents [database on CD-ROM]. Version 2.0. Boca Raton (FL): CRC Press; c1996. 1 CD-ROM: 4 3/4 in.

#### 4. Database on CD-ROM, DVD, or disk with an individual(s) as author

**Walker MM, Keith LH.** EPA's Clean Air Act air toxics database [disk]. Boca Raton (FL): Lewis Publishers; c1992-1993. 4 computer disks: 3 1/2 in.

**Winter RM, Baraitser M.** London dysmorphology database [CD-ROM]. IBM PC version 2.0. Oxford (England): Oxford University Press; c1996. 2 CD-ROMs: 4 3/4 in.

#### 5. Database on CD-ROM, DVD, or disk with optional full names for author

**Daims, Mark.** Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in.

**Walker, Mary M.; Keith, Lawrence H.** EPA's Clean Air Act air toxics database [disk]. Boca Raton (FL): Lewis Publishers; c1992-1993. 4 computer disks: 3 1/2 in.

#### 6. Database on CD-ROM, DVD, or disk with an organization as author

**Federation of State Boards of Physical Therapy.** Physical Therapy Practice Act/Rules database [disk]. Orem (UT): Infobusiness, Inc. 1994 - . Computer disks: 3 1/2 in.

#### 7. Database on CD-ROM, DVD, or disk with editors where there is no author

**Jorgensen LA, Jorgensen SE, Nielsen SN, editors.** ECOTOX: ecological modelling and ecotoxicology [CD-ROM]. New York: Elsevier Science; c2000. 1 CD-ROM: 4 3/4 in.

**Dollery C, editor.** Therapeutic drugs [CD-ROM]. Release 1.0. Edinburgh (Scotland): Churchill Livingstone; c1999. 1 CD-ROM: color, 4 3/4 in.

#### 8. Database on CD-ROM, DVD, or disk with no authors or editors

Dictionary of commonly cited compounds [CD-ROM]. CD-ROM ed. Boca Raton (FL): Chapman & Hall/CRC. 2001 - . CD-ROMs: 4 3/4 in.

#### 9. Database on CD-ROM, DVD, or disk with author affiliation

Ronco C (Department of Nephrology, St. Bortolo Hospital, Venice, Italy), Ghezzi PM (Department of Nephrology, St. Croce & Carle Hospital, Cuneo, Italy), Hoenich NA (Department of Nephrology, School of Clinical Medical Sciences, University of Newcastle, Newcastle-upon-Tyne, UK), Delfino P (Department of Informatics, St. Croce & Carle Hospital, Cuneo, Italy). Membranes and filters for hemodialysis database 2001 [CD-ROM]. Basel (Switzerland): S. Karger Publishers; c2001. 1 CD-ROM: color, 4 3/4 in.

Pickup JC (Guy's, King's, and St. Thomas' School of Medicine, Guy's Hospital, London, UK), Williams G, editors. Slide atlas of diabetes [CD-ROM]. [Oxford (UK)]: Blackwell Publishing; c2004. 1 CD-ROM: color, 4 3/4 in.

#### 10. Database title on CD-ROM, DVD, or disk with subtitle

**CBAISS: chemical and biological agents information support system** [CD-ROM]. Version 1.0 for Windows. Columbus (OH): Battelle Memorial Institute; c2001. 1 CD-ROM: 4 3/4 in.

#### 11. Database on CD-ROM, DVD, or disk with title ending in other than a period

**Genusys: database of herbal remedies, aromatherapy, essential oils, vitamins, amino acids, and more!** [CD-ROM]. Version 1.4. Solebury (PA): Genusys Laboratories; 1996. 1 CD-ROM: sound, color, 4 3/4 in.

## 12. Database on CD-ROM, DVD, or disk in a language other than English

**Zeitschriftendatenbank** [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. **German.**

**Slovenska bibliografija** [CD-ROM]. Ljubljana (Slovenia): Narodna in Univerzitetna Knjiznica. 1989 - . CD-ROMs: 4 3/4 in. **Slovenian.**

Cserey L. **Magyar allatorvosi bibliografia, 1990-1996** [CD-ROM]. [Budapest]: University of Veterinary Science Central Library; 1997. 1 CD-ROM: 4 3/4 in. **Hungarian.**

**Zhong yi yao jie du wen xian zi liao ku** [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. **Chinese, English.**

*with translation included*

**Zeitschriftendatenbank** **[Journals databank]** [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. **German.**

**Zhong yi yao jie du wen xian zi liao ku** **[Database on Chinese medicine for drug addiction]** [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. **Chinese, English.**

## 13. Database on CD-ROM, DVD, or disk published with two equal languages

Demirjian A, Cheng R, Tanguay R. **Electronic encyclopedia on maxillo-facial, dental & skeletal development = Encyclopedie electronique du developpement maxillo-faciale, dentaire et squelettique** [CD-ROM + disk]. [Montreal]: Demirjian; c1996. 1 CD-ROM: color, 4 3/4 in.; 1 computer disk: 3 1/2 in. **English, French.**

## 14. Database on CD-ROM, DVD, or disk with more than one type of medium

**Zeitschriftendatenbank** **[CD-ROM + disk]**. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . **CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in.** **German.**

Demirjian A, Cheng R, Tanguay R. **Electronic encyclopedia on maxillo-facial, dental & skeletal development = Encyclopedie electronique du developpement maxillo-faciale, dentaire et squelettique** **[CD-ROM + disk]**. [Montreal]: Demirjian; c1996. **1 CD-ROM: color, 4 3/4 in.; 1 computer disk: 3 1/2 in.** **English, French.**

## 15. Database on CD-ROM, DVD, or disk with an edition or version

**Early American manual therapy** [CD-ROM]. **Version 3.0.** Virginia Beach (VA): Lifeline Press; c2003. 1 CD-ROM: 4 3/4 in.

**Therapeutic drugs** [CD-ROM]. **Release 1.0.** London: Harcourt Brace & Co.; c1999. 1 CD-ROM: 4 3/4 in.

**TSCA chemical inventory** [CD-ROM]. **Version T-PRO.** Sanford (FL): Solutions Software Corp.; c1995. 1 CD-ROM: color, 4 3/4 in.

Rao Z, Chen F. **Zhu jian bo shu zi liao ku** [CD-ROM]. **Di 2 ban.** Xianggang (China): Xianggang Zhong wen da xue Zhongguo. 1999 - . CD-ROMs: color, 4 3/4 in. **Chinese.**

## 16. Database on CD-ROM, DVD, or disk with authors and editors or other secondary authors

Vieillefond A, Bastien H, Billerey C, Berger N, Bouvier R, Cochand-Priollet B, Dauge-Geffroy MC, Fontaniere B. **Urological pathology: a reference image database coded with SNOMED, ICD 10, and ADICAP** [CD-ROM]. **Got C, editor.** Heidelberg (Germany): Springer Electronic Media; 1998. 1 CD-ROM: color, 4 3/4 in. **English, French.**



## 17. Database on CD-ROM, DVD, or disk with well known place of publication

Wistat: women's indicators and statistics database [CD-ROM]. Version 4. **New York:** United Nations Publications; c1999. 1 CD-ROM: color, 4 3/4 in.

Science watch. Hot papers database [CD-ROM]. **Philadelphia:** Thompson Scientific. 1996 - . CD-ROMs: 4 3/4 in.

Therapeutic drugs [CD-ROM]. Release 1.0. **London:** Harcourt Brace & Co.; c1999. 1 CD-ROM: 4 3/4 in.

## 18. Database on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

Genusys: database of herbal remedies, aromatherapy, essential oils, vitamins, amino acids, and more! [CD-ROM]. Version 1.4. **Solebury (PA):** Genusys Laboratories; 1996. 1 CD-ROM: sound, color, 4 3/4 in.

Contemporary women's issues [CD-ROM]. **Beachwood (OH):** Responsive Database Services. 1992 - . CD-ROMs: 4 3/4 in.

OSSREA on CD: research publications and official documents. Version 1. **Addis Ababa (Ethiopia):** OSSREA. 1980 - 2000. CD-ROMs: color, 4 3/4 in.

## 19. Database on CD-ROM, DVD, or disk with place of publication inferred

The pathology atlas [CD-ROM]. Version 1.0. **[Princeton (NJ)]:** Films for the Humanities and Sciences. c1998 - . CD-ROMs: color, 4 3/4 in.

## 20. Database on CD-ROM, DVD, or disk with unknown place of publication

Certified clinical microbiology database [disk]. **[place unknown]:** Datachem Software/Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.

## 21. Database on CD-ROM, DVD, or disk with publisher having subsidiary division

ASH slide bank database for Heme CD [disk]. MS-Windows version 2.1. Seattle: **University of Washington, Health Sciences Center for Educational Resources;** c1996. 3 computer disks: 3 1/2 in.

CRISP: biomedical research information [CD-ROM]. Bethesda (MD): **National Institutes of Health (US), Office of Extramural Research.** 1993 - 1998. CD-ROMs: 4 3/4 in.

## 22. Database on CD-ROM, DVD, or disk with government agency or other national body as publisher

CDP file [CD-ROM]. Atlanta: **National Center for Chronic Disease Prevention and Health Promotion (US).** 1991 Oct - . CD-ROMs: 4 3/4 in

Marriage and divorce data [CD-ROM]. Hyattsville (MD): **National Center for Health Statistics (US).** 1989 - . CD-ROMs: 4 3/4 in.

CRISP: biomedical research information [CD-ROM]. Bethesda (MD): **National Institutes of Health (US),** Office of Extramural Research. 1993 - 1998. CD-ROMs: 4 3/4 in.

## 23. Database on CD-ROM, DVD, or disk with month(s) included in date of publication

Current opinion in obstetrics & gynecology, with evaluated MEDLINE [CD-ROM]. Cambridge (MA): Electronic Press, Inc. **1995 Nov - .** CD-ROMs: 4 3/4 in.

Computer library [CD-ROM]. New York: Ziff Communications. 1988 Sep - . CD-ROMs: 4 3/4 in.

EMBASE CD. Drugs & pharmacology [CD-ROM]. [Norwood (MA)]: SilverPlatter Information. 1994 Jan-Jun - . CD-ROMs: 4 3/4 in.

European veterinary dissertations [CD-ROM]. Bilthoven (Netherlands): Euroscience. 2003 Jun - 2003. CD-ROMs: 4 3/4 in.

## 24. Database on CD-ROM, DVD, or disk with season included in date of publication

Scientific American surgery CD-ROM [CD-ROM]. New York: Scientific American. 1995 Fall - 2001 Summer. CD-ROMs: sound, color, 4 3/4 in.

## 25. Database on CD-ROM, DVD, or disk with multiple years

Plunkett's health care industry almanac [CD-ROM]. Houston (TX): Plunkett Research, Ltd. 1999-2000 - . CD-ROMs: 4 3/4 in.

World resources [CD-ROM]. Washington: World Resources Institute. 1998-1999 - . CD-ROMs: 4 3/4 in.

Walker MM, Keith LH. EPA's Clean Air Act air toxics database [disk]. Boca Raton (FL): Lewis Publishers; c1992-1993. 4 computer disks: 3 1/2 in.

## 26. Database on CD-ROM, DVD, or disk with date of copyright instead of date of publication

Clydesdale FM, editor. Food additives: toxicology, regulation, and properties [CD-ROM]. Boca Raton (FL): CRC Press; c1997. 1 CD-ROM: sound, color, 4 3/4 in.

Walker MM, Keith LH. EPA's Clean Air Act air toxics database [disk]. Boca Raton (FL): Lewis Publishers; c1992-1993. 4 computer disks: 3 1/2 in.

## 27. Database on CD-ROM, DVD, or disk with date obtained from earliest material in it

IBEDOCs: IBE Bibliographic Catalogue [CD-ROM]. Geneva: UNESCO, International Bureau of Education. [1971] - . CD-ROMs: 4 3/4 in.

## 28. Database on CD-ROM, DVD, or disk with date estimated

Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.

## 29. Database on CD-ROM, DVD, or disk with update date

Compact library: AIDS [CD-ROM + disk]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980 - 1990 [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

## 30. Database on CD-ROM, DVD, or disk with extent and physical description

Daims M. Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in.

Zeitschriftendatenbank [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. German.

### 31. Database on CD-ROM, DVD, or disk with a series

CI5VII: electronic database of cancer incidence in five continents [disk]. Lyon (France): International Agency for Research on Cancer; c1997. 2 computer disks: 3 1/2 in. (IARC cancerbase; no. 2).

Vieillefond A, Bastien H, Billerey C, Berger N, Bouvier R, Cochand-Priollet B, Dauge-Geffroy MC, Fontaniere B. Urological pathology: a reference image database coded with SNOMED, ICD 10, and ADICAP [CD-ROM]. Got C, editor. Heidelberg (Germany): Springer Electronic Media; 1998. 1 CD-ROM: color, 4 3/4 in. (Atlas of pathology; 5). English, French.

### 32. Database on CD-ROM, DVD, or disk with optional system requirements

Pickup JC, Williams G, editors. Slide atlas of diabetes [CD-ROM]. [Oxford (UK)]: Blackwell Publishing; c2004. 1 CD-ROM: color, 4 3/4 in. System Requirements: Pentium II or higher; Windows 98, ME, NT4, 2000, XP; Screen resolution of 800 x 600 or higher; 12x CD-ROM drive or higher.

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. System Requirements: IBM-compatible PC; 640 K of RAM; 10 megabyte hard disk drive; MS-DOS or PC-DOS 3.1 or higher; MS-DOS CD-ROM Extensions 2.0 or higher; ISO 9660-compatible CD-ROM drive; standard monitor; floppy drive; parallel port for printer.

Daims M. Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in. System Requirements: Pentium 90 MHz or better; 16 MB RAM; Windows 3.1 or 95/98; 640x480 monitor or higher; CD-ROM drive (8x or higher recommended).

Early American manual therapy [CD-ROM]. Version 3.0. Virginia Beach (VA): Lifeline Press; 2003. 1 CD-ROM: 4 3/4 in. System Requirements: PCs or Macs; Internet browser (such as Microsoft Explorer); CD drive; Windows (for setup program to install this database to a hard drive).

### 33. Database on CD-ROM, DVD, or disk with supplemental note included

The Cochrane library [CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 - . CD-ROMs: 4 3/4 in. Quarterly.

Scientific American surgery CD-ROM [CD-ROM]. New York: Scientific American. 1995 Fall - 2001 Summer. CD-ROMs: sound, color, 4 3/4 in. Continued by: ACS Surgery CD.

Properties of organic solvents [CD-ROM]. Version 2.0. Boca Raton (FL): CRC Press; c1996. 1 CD-ROM: 4 3/4 in. Database of information on almost 600 organic solvents used in industry, academic research, and general commerce.

Veterinary librarian [disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in. Continued by: Veterinary Journal Index. Covered 28 journals.

Veterinary journal index [CD-ROM]. Littleton (CO): First Move. 2003 - . CD-ROMs: 4 3/4 in. Continues: Veterinary Librarian.

ASH slide bank database for Heme CD [disk]. MS-Windows version 2.1. Seattle: University of Washington, Health Sciences Center for Educational Resources; c1996. 3 computer disks: 3 1/2 in. System Requirements: IBM PC or compatible; Windows. ASH is the American Society of hematology.

RNdex professional [CD-ROM]. Pasadena (CA): Information Resources Group. 1996 - . CD-ROMs: 4 3/4 in. System Requirements: 80386sx IBM-compatible PC or better; 4+MB memory; MS Windows 3.1 or higher; 7MB hard disk space; CD-ROM drive. Three per year. Published in cooperation with American Journal of Nursing Company.

CDP file [CD-ROM]. Atlanta: National Center for Chronic Disease Prevention and Health Promotion (US). 1991 Oct - . CD-ROMs: 4 3/4 in. **Quarterly. Also called Chronic Disease Prevention File.**

PDF-4/organics: relational database [CD-ROM]. Newtown Square (PA): International Centre for Diffraction Data. 2002 - . CD-ROMs: 4 3/4 in. **Located at: Library of Congress, Washington, DC; QE369.X2.**

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. **Accompanied by: 1 manual and 1 quick reference card.**

### 34. Part of a database on CD-ROM, DVD, or disk

#### *with item numbers*

Wistat: women's indicators and statistics database [CD-ROM]. Version 4. New York: United Nations Publications; c1999. **Topic 1.1, Estimated and projected population by age and sex, 1970-2010; [about 6 screens].** 1 CD-ROM: color, 4 3/4 in.

#### *without item numbers*

Pickup JC, Williams G, editors. Slide atlas of diabetes [CD-ROM]. [Oxford (UK)]: Blackwell Publishing; c2004. **Diabetic peripheral neuropathy: clinical patterns; [about 1 screen].** 1 CD-ROM: color, 4 3/4 in.

Genusys: database of herbal remedies, aromatherapy, essential oils, vitamins, amino acids, and more! [CD-ROM]. Version 1.4. Solebury (PA): Genusys Laboratories; 1996. **Ginkgo biloba preparations; [about 1 screen].** 1 CD-ROM: sound, color, 4 3/4 in.

### 35. Contribution to a database on CD-ROM, DVD, or disk

#### *with acquisition numbers*

**Jacobs I, Finn J. Adrenaline and vasopressin for cardiac arrest. 2001 Jul 23. In:** The Cochrane Library [CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 - . [about 8 screens]. 4 CD-ROMs: 4 3/4 in. **Article No.: CD0003179.**

#### *without acquisition numbers*

**Denis M (Universite de Paris-Sud, Orsay, France). The place and role of psychology in cognitive science: an international survey. In:** Stevens MJ, Wedding D, editors. Psychology: IUPsyS global resource [CD-ROM]. Edition 2006. East Sussex (UK): Psychology Press Ltd; c2006. 1 CD-ROM: color, 4 3/4 in.

#### *with separate date for the contribution*

**Jacobs I, Finn J. Adrenaline and vasopressin for cardiac arrest. 2001 Jul 23. In:** The Cochrane Library [CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 - . [about 8 screens]. 4 CD-ROMs: 4 3/4 in. **Article No.: CD0003179.**

## Box 1: Surnames with hyphens and other punctuation in them:

- Keep hyphens in surnames

Estelle Palmer-Canton *becomes* Palmer-Canton E

Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien *becomes* O'Brien AD

James O. L'Esperance *becomes* L'Esperance JO

U. S'adeh *becomes* S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James *becomes* St James CA

Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor

## Box 2: Other surname rules:

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit L

Jiddeke M. van de Kamp *becomes* van de Kamp JM

Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno *becomes* Lopez Moreno S

Jaime Mier y Teran *becomes* Mier y Teran J

Virginie Halley des Fontaines *becomes* Halley des Fontaines V

[If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text or in any accompanying material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor

### Box 3: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart *becomes* Hart D

W. St. John Patterson *becomes* Patterson WS

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor

### Box 4: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Kristine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Jane Eberhard *becomes* Eberhard J

Captain R.C. Williams *becomes* Williams RC

Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor

## Box 5: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

*Examples:*

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor

## Box 6: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor



## Box 7: Non-English words for editor:

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

[Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor](#)

## Box 8: Organizations as author:

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the opening screens of a database as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Bowers L, Klesius SE. Physical activity for all! Adapted physical education for students with disabilities grades K-12 [DVD]. Cicero (NY): Program Development Associates; 2001. 1 DVD: color, 4 3/4 in. Prepared under the auspices of the University of South Florida School of Physical Education.

- For names of organizations in languages other than English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor

## Box 9: No author can be found:

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor(s) or translator(s).

Jorgensen LA, Jorgensen SE, Nielsen SN, editors. ECOTOX: ecological modelling and ecotoxicology [CD-ROM]. New York: Elsevier Science; c2000. 1 CD-ROM: 4 3/4 in.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the database. Do not use anonymous.

Properties of organic solvents [CD-ROM]. Version 2.0. Boca Raton (FL): CRC Press; c1996. 1 CD-ROM: 4 3/4 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor

## Box 10: Options for author names:

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

Rastan S, Hough T, Kierman A, et al.

Adler DG, Baron TH, Davila RE, and others.

Return to 20. Databases on CD-ROM, DVD, or Disk / Author/Editor

## Box 11: Abbreviations in affiliations:

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

### *Examples:*

Acad. for Academy  
Assoc. for Association  
Co. for Company  
Coll. for College  
Corp. for Corporation  
Dept. for Department  
Div. for Division  
Inst. for Institute or Institution  
Soc. for Society  
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Return to 20. Databases on CD-ROM, DVD, or Disk / Author Affiliation

## Box 12: E-mail address included:

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

### *Example:*

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Return to 20. Databases on CD-ROM, DVD, or Disk / Author Affiliation

## Box 13: Organizational names for affiliations not in English:

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucurest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ġ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Return to 20. Databases on CD-ROM, DVD, or Disk / Author Affiliation

## Box 14: Names for cities and countries not in English:

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

Return to 20. Databases on CD-ROM, DVD, or Disk / Author Affiliation

## Box 15: Titles not in English:

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Zeitschriftendatenbank [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . CD-ROMs: 4 3/4 in.; Computer disk: 3 1/2 in. German.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Slovenska bibliografija [CD-ROM]. Ljubljana (Slovenia): Narodna in Univerzitetna Knjiznica. 1989 - . CD-ROMs: 4 3/4 in. Slovenian.

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

Zhong yi yao jie du wen xian zi liao ku [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

or

[Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Ä treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
- Provide an English translation after the original language title whenever possible; place translations in square brackets

Zeitschriftendatenbank [Journals databank] [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. German.

Return to 20. Databases on CD-ROM, DVD, or Disk / Title

## Box 16: Titles in more than one language:

- If a database title is written in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the extent (pagination) and any physical description
  - Separate the languages by commas
  - End the list of languages with a period

*Example:*

Zhong yi yao jie du wen xian zi liao ku [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

- If a database title is found in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are found on the opening screens
  - Place an equals sign with a space on either side between each title
  - List the particular languages, separated by commas, after the extent (pagination) and any physical description
  - End the list of languages with a period

*Example:*

Demirjian A, Cheng R, Tanguay R. Electronic encyclopedia on maxillo-facial, dental & skeletal development = Encyclopedie electronique du developpement maxillo-faciale, dentaire et squelettique [CD-ROM + disk]. [Montreal]: Demirjian; c1996. 1 CD-ROM: color, 4 3/4 in.; 1 computer disk: 3 1/2 in. English, French.

Return to 20. Databases on CD-ROM, DVD, or Disk / Title

## Box 17: Titles ending in punctuation other than a period:

- Most titles end in a period. Place the closing period after the type of medium.

Physical education index [CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 - . CD-ROMs: 4 3/4 in.

- If a title ends in another form of punctuation, keep that punctuation. Place the type of medium in square brackets after the title and end title information with a period.

Genusys: database of herbal remedies, aromatherapy, essential oils, vitamins, amino acids, and more! [CD-ROM]. Version 1.4. Solebury (PA): Genusys Laboratories; 1996. 1 CD-ROM: sound, color, 4 3/4 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Title



## Box 18: Titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of a database title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin

von Willebrand disease database

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example,  $\Omega$  becomes omega.

Database of  $\beta$ -amino acids

*may become*

Database of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO<sub>2</sub> nanoparticles

*may become*

TiO(2) nanoparticles

Return to 20. Databases on CD-ROM, DVD, or Disk / Title

## Box 19: No title can be found:

Under rare circumstances a database does not appear to have any title; the database simply begins with the records in it. In this circumstance:

- Construct a title based on the content of the records
- Place the constructed title in square brackets

Return to 20. Databases on CD-ROM, DVD, or Disk / Title

## Box 20: Titles ending in punctuation other than a period:

- Most titles end in a period. Place the closing period after the content type and type of medium.

Physical education index [database on CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 - . CD-ROMs: 4 3/4 in.

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.

Bowers L, Klesius SE. Physical activity for all! [database on DVD]. Cicero (NY): Program Development Associates; 2001. 1 DVD: color, 4 3/4 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Content Type

## Box 21: Titles not in English:

- If a translation of a title is provided, place it in square brackets following the original language title
- Put the content type and type of medium (CD-ROM, DVD, disk) in square brackets following the translation
- End title information with a period

*Example:*

Zhong yi yao jie du wen xian zi liao ku [Database on Chinese medicine for drug addiction] [database on CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

Return to 20. Databases on CD-ROM, DVD, or Disk / Content Type

## Box 22: Both a content type and a type of medium:

- Place the content type (database) and the word "on" before the type of medium within one set of square brackets

The Cochrane library [database on CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd..1996 - . CD-ROMs: 4 3/4 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Type of Medium

## Box 23: Database in more than one type of medium:

- If a database is presented in more than one type of medium, give both
- Separate the two types by a plus sign surrounded by a space
- Place both in square brackets

*Examples:*

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in.

Zeitschriftendatenbank [Journals databank] [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. German.

Return to 20. Databases on CD-ROM, DVD, or Disk / Type of Medium

## Box 24: Titles ending in punctuation other than a period:

- Most titles end in a period. Place the closing period after the type of medium.

Physical education index [CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 - . CD-ROMs: 4 3/4 in.

- If a title ends in another form of punctuation, keep that punctuation. Place the type of medium in square brackets after the title and end title information with a period.

Bowers L, Klesius SE. Physical activity for all! [DVD]. Cicero (NY): Program Development Associates; 2001. 1 DVD: color, 4 3/4 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Type of Medium

## Box 25: Titles not in English:

- If a translation of a title is provided, give the translation after the original title and place it in square brackets
- Place the type of medium (CD-ROM, DVD, disk) in square brackets following the translation
- End with a period

*Example:*

Zhong yi yao jie du wen xian zi liao ku [Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

Return to 20. Databases on CD-ROM, DVD, or Disk / Type of Medium

## Box 26: Abbreviation rules for editions:

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

3rd rev. ed.

1st Engl. ed.

Return to 20. Databases on CD-ROM, DVD, or Disk / Edition

## Box 27: Non-English words for editions:

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked

Ä treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period and end edition information with a period

*Examples:*

Ed. 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, or Hebrew:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:* ĉ or ĉ becomes c

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period and end all edition information with a period

*Examples:*

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

- For an edition statement written in a character-based language such as Chinese, Japanese, and Korean:
  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:*

ö becomes o

ü becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title by a space
- Retain the punctuation used in the edition statement
- End all edition information with a period

*Examples:*

Shohan.

Dai 1-han.

Dai 3-pan.

Di 3 ban.

Cai se ban, Xianggang di 1 ban.

Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.

Language	Word for Edition	Abbreviation
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	Ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Return to 20. Databases on CD-ROM, DVD, or Disk / Edition

## Box 28: Both an edition and a version:

If a database on CD-ROM, DVD, or disk provides information for both an edition and a version:

- Give both, in the order presented
- Separate the two statements with a semicolon and a space
- End edition/version information with a period

*Examples:*

2nd ed.; Version 2.0.

Version 3.0; Student ed.

Return to 20. Databases on CD-ROM, DVD, or Disk / Edition

## Box 29: First editions:

- If a database does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Return to 20. Databases on CD-ROM, DVD, or Disk / Edition

## Box 30: More than one type of secondary author:

A database may have several types of secondary author.

- List all of them in the order they are given on: the opening screens; the label of the CD-ROM, DVD, or disk; the jewel case (carrying case); or accompanying documentation
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

*Examples:*

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Return to 20. Databases on CD-ROM, DVD, or Disk / Editor and other Secondary Authors

## Box 31: Secondary author performing more than one role:

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

*Example:*

Jones AB, editor and producer.

Return to 20. Databases on CD-ROM, DVD, or Disk / Editor and other Secondary Authors

## Box 32: Non-English names for secondary authors:

- Translate the word found for editor, translator, producer, or other secondary author into English if possible. However, the wording found on the publication may always be used.
- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- Below is a brief list of non-English words for secondary authors:

Language	Word for Editor	Word for Translator	Word for Producer	Word for Illustrator
French	redacteur editeur	traducteur	producteur	illustrateur
German	redakteur herausgeber	ubersetzer dolmetscher	produzent produzentin	illustrator
Italian	redattore curatore editore	traduttore	produttore	disegnatore
Russian	redaktor izdatel	perevodchik	rezhisser	konstruktor
Spanish	redactor editor	traductor	productor productora	ilustrador

Return to 20. Databases on CD-ROM, DVD, or Disk / Editor and other Secondary Authors

### **Box 33: Organization as editor or other secondary author:**

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor, producer, or other role after the organizational name

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

ADICAP; ICG Memoire Directe, producers.

Return to 20. Databases on CD-ROM, DVD, or Disk / Editor and other Secondary Authors



## Box 34: Non-US cities:

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ġ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* æ

œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

Montreal (QC):

Ottawa (ON):

Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

London:

Rome:

Paris:

Madrid:

*but*

Malaga (Spain): or Malaga (ES):

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Return to 20. Databases on CD-ROM, DVD, or Disk / Place of Publication

### Box 35: Joint publication:

Two or more organizations may co-publish a database.

- Use the city of the first organization found on the opening screens (or on the label, jewel case, or in accompanying material if no place information appears on the opening screens), as the place of publication
- Put the name of the other organization(s) as a note at the end of the citation, if desired

Joint publication of the American Society for Colposcopy and Cervical Pathology.

- Do not give multiple places as place of publication or include multiple publishers

Return to 20. Databases on CD-ROM, DVD, or Disk / Place of Publication

### Box 36: Multiple places of publication:

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

Return to 20. Databases on CD-ROM, DVD, or Disk / Place of Publication

### Box 37: No place of publication can be found:

- If no place of publication can be found on the opening screens (or on the label, jewel case, or in accompanying material) but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".

The pathology atlas [CD-ROM]. Version 1.0. [Princeton (NJ)]: Films for the Humanities and Sciences. c1998 - . CD-ROMs: color, 4 3/4 in.

- If no place of publication can be found or inferred, use [place unknown]

Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Place of Publication

## Box 38: Abbreviated words in publisher names:

- Abbreviate commonly used words in publisher names, if desired

*Examples:*

Acad. for Academy  
Assoc. for Association  
Co. for Company  
Coll. for College  
Corp. for Corporation  
Dept. for Department  
Div. for Division  
Inst. for Institute or Institution  
Ltd. for Limited  
Soc. for Society  
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Return to 20. Databases on CD-ROM, DVD, or Disk / Publisher

## Box 39: Non-English names for publishers:

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

Rome: Societa Editrice Universo;

Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew

Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese, Korean). Place all translated publisher names in square brackets unless the translation is given in the publication.

Tokyo: Medikaru Rebyusha;

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

Taiyuan (China): Shanxi ke xue ji she chu ban she;

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* æ

œ *treated as* oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press];

Return to 20. Databases on CD-ROM, DVD, or Disk / Publisher

## Box 40: Government agencies and other national and international bodies as publisher:

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).

National Cancer Institute (US)

National Society on Alcoholism and Drug Dependence (NZ)

Royal Society of Medicine Press Ltd. (GB)

Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the database as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

Return to 20. Databases on CD-ROM, DVD, or Disk / Publisher

## Box 41: Joint publication:

Two or more organizations may co-publish a database.

- Use the first organization appearing as publisher on the opening screens (or on the label, jewel case, or in accompanying material if no publisher information appears on the opening screens)
- Place the name of the other organization(s) as a note at the end of the citation, if desired
- Joint publication of the American Society for Colposcopy and Cervical Pathology.
- Do not give more than one name as publisher

Return to 20. Databases on CD-ROM, DVD, or Disk / Publisher

## Box 42: Multiple publishers:

- If more than one publisher is found on the opening screens (or on the label, jewel case, or in accompanying material if no publisher information appears on the opening screens), use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name(s) of the other(s) as a note if desired. For example, "Jointly published by the Canadian Pharmacists Association".

Return to 20. Databases on CD-ROM, DVD, or Disk / Publisher

## Box 43: No publisher can be found:

- If no publisher can be found, use [publisher unknown].

Return to 20. Databases on CD-ROM, DVD, or Disk / Publisher

### Box 44: Multiple years of publication:

- For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

2002-2003

1997-1998

1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

1999 Oct-2000 Mar

2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

2005 Jan-Feb

1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Publication

### Box 45: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

*Examples:*

mayo = May

luty = Feb

brezen = Mar

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Publication

### Box 46: Seasons instead of months:

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*For example:*

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Publication

### Box 47: Date of publication and date of copyright:

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Publication

### Box 48: No date of publication, but a date of copyright:

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the database contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Clydesdale FM, editor. Food additives: toxicology, regulation, and properties [CD-ROM]. Boca Raton (FL): CRC Press; c1997.  
1 CD-ROM: sound, color, 4 3/4 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Publication

### Box 49: No date of publication or copyright can be found:

- If neither a date of publication nor a date of copyright can be found, but the date of the earliest (and latest if closed) records in the database can be determined, place date information in square brackets

IBEDOCS: IBE Bibliographic Catalogue [CD-ROM]. Geneva: UNESCO, International Bureau of Education. [1971] - . CD-ROMs:  
4 3/4 in.

- If neither a date of publication nor a date of copyright can be found, but the date can be estimated because of information found on accompanying material or elsewhere, follow the date(s) with a question mark and place date information in square brackets

Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/Lewis Publishers; [1992?]. 4 computer  
disks: 3 1/2 in.

- If neither a date of publication nor a date of copyright can be found nor can the date be determined or estimated, use [date unknown]

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Publication

## Box 50: Options for date of publication:

It is not NLM policy, but the date of publication may follow the author names (or type of medium if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication (omitting months and days) or of copyright if there is no publication date
- Keep the hyphen following the date when the database is open
- Include both the beginning and ending years if a database is closed
- Keep any square brackets surrounding a date
- Use [date unknown] if no date can be determined
- Place the year(s) or [date unknown] after the last named author (or after the type of medium if there is no author)
- End date information with a period
- End the publisher name with a period
- Leave any date of update/revision in its usual location

### *NLM citation:*

Houston R, Conrad P, Boyce W, Hayes R. ParasitoLog: an interactive database of veterinary parasites [CD-ROM]. Davis (CA): University of California, School of Veterinary Medicine; 1997. 1 CD-ROM: color, 4 3/4 in.

Current opinion in obstetrics & gynecology, with evaluated MEDLINE [CD-ROM]. Cambridge (MA): Electronic Press, Inc. 1995 Nov - . CD-ROMs: 4 3/4 in.

Plunkett's health care industry almanac [CD-ROM]. Houston (TX): Plunkett Research, Ltd. 1999-2000 - . CD-ROMs: 4 3/4 in.

Clydesdale FM, editor. Food additives: toxicology, regulation, and properties [CD-ROM]. Boca Raton (FL): CRC Press; c1997. 1 CD-ROM: sound, color, 4 3/4 in.

IBEDOCS: IBE Bibliographic Catalogue [CD-ROM]. Geneva: UNESCO, International Bureau of Education. [1971] - . CD-ROMs: 4 3/4 in.

Compact library: AIDS [CD-ROM + disk]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980 - 1990 [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

### *Name-year system citation:*

Houston R, Conrad P, Boyce W, Hayes R. 1997. ParasitoLog: an interactive database of veterinary parasites [CD-ROM]. Davis (CA): University of California, School of Veterinary Medicine. 1 CD-ROM: color, 4 3/4 in.

Current opinion in obstetrics & gynecology, with evaluated MEDLINE [CD-ROM]. 1995 - . Cambridge (MA): Electronic Press, Inc. CD-ROMs: 4 3/4 in.

Plunkett's health care industry almanac [CD-ROM]. 1999-2000 - . Houston (TX): Plunkett Research, Ltd. CD-ROMs: 4 3/4 in.

Clydesdale FM, editor. c1997. Food additives: toxicology, regulation, and properties [CD-ROM]. Boca Raton (FL): CRC Press. 1 CD-ROM: sound, color, 4 3/4 in.

IBEDOCS: IBE Bibliographic Catalogue [CD-ROM]. [1971] - . Geneva: UNESCO, International Bureau of Education. CD-ROMs: 4 3/4 in.

Compact library: AIDS [CD-ROM + disk]. 1980 - 1990. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Publication



### Box 51: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

*Examples:*

mayo = May

luty = Feb

brezen = Mar

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Update/Revision

### Box 52: Seasons instead of months:

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*For example:*

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Update/Revision

### Box 53: Both a date of update and a date of revision:

Various words are used to show that the content of a database has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the database/retrieval system
- Give all words expressing update/revision with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space

updated 2006 May; modified 2006 Dec

revised 2005 Dec 5; updated 2006 Mar 30

- Place update/revision information in square brackets
- End date information with a period placed outside the closing bracket

*Example:*

New York: Elsevier; 2000 [revised 2001 Sep; updated 2003 Oct].

Return to 20. Databases on CD-ROM, DVD, or Disk / Date of Update/Revision

## Box 54: More than one type of medium:

- If a database is presented in more than one type of medium, provide the extent for both
- Separate extent for the two types by a semicolon and a space

*Examples:*

Compact library: AIDS [CD-ROM + disk]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980 - 1990 [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Extent (Pagination)

## Box 55: Language for describing physical characteristics:

- For serial databases, begin with the type of medium on which the database is (or was) issued, followed by a colon and a space

DVDs:

CD-ROMs:

Computer disks:

- For single databases, begin with information on the number and type of physical pieces, followed by a colon and a space

1 DVD:

2 CD-ROMs:

4 computer disks:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.
- Separate types of information by commas

*Typical words used include:*

sound

color

black & white

4 3/4 in. (standard CD-ROM and DVD size)

3 1/2 in. (standard computer disk size)

5 1/4 in. (older computer disk size)

*Examples of complete physical description statements:*

1 DVD: sound, color, 4 3/4 in.

CD-ROMs: color, 4 3/4 in.

5 computer disks: 3 1/2 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Physical Description

## Box 56: More than one type of medium:

- If a database is presented in more than one type of medium, give the physical description for both, separated by a semicolon and a space.

*Examples:*

Compact library: AIDS [CD-ROM + disk]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980 - 1990 [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in.

Return to 20. Databases on CD-ROM, DVD, or Disk / Physical Description

## Box 57: Series editor's name provided:

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules
- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12
- Separate the name and the numeration by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

*Example:*

(Gottlieb C, editor. Cancer pathology; no. 5).

Return to 20. Databases on CD-ROM, DVD, or Disk / Series

## Box 58: Multiple series:

If a database is a part of more than one series, include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

*Example:*

(NNA database; no. 3); (Nursing education series).

Return to 20. Databases on CD-ROM, DVD, or Disk / Series

## Box 59: Databases appearing in more than one language:

- If a database appears in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the extent (pagination) and any physical description
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

*Example:*

Vieillefond A, Bastien H, Billerey C, Berger N, Bouvier R, Cochand-Priollet B, Dauge-Geffroy MC, Fontaniere B. Urological pathology: a reference image database coded with SNOMED, ICD 10, and ADICAP [CD-ROM]. Got C, editor. Heidelberg (Germany): Springer Electronic Media; 1998. 1 CD-ROM: color, 4 3/4 in. English, French.

- If a database is in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order they are presented on the opening screens
  - Separate them with an equals sign with a space on either side
  - List all languages of publication after the extent (pagination) and any physical description
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

*Example:*

Demirjian A, Cheng R, Tanguay R. Electronic encyclopedia on maxillo-facial, dental & skeletal development = Encyclopedie electronique du developpement maxillo-faciale, dentaire et squelettique [CD-ROM + disk]. [Montreal]: Demirjian; c1996. 1 CD-ROM: color, 4 3/4 in.; 1 computer disk: 3 1/2 in. English, French.

- If none of the titles is English, follow with a translation whenever possible. Place the translation in square brackets.

Zhong yi yao jie du wen xian zi liao ku [Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

Return to 20. Databases on CD-ROM, DVD, or Disk / Language

## Box 60: System requirements:

System requirements describe the particular software and hardware needed to view the database.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the publisher's wording; no standardization is needed
- Separate the types of information with a semicolon and a space
- End requirement information with a period

*Examples:*

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. System Requirements: IBM-compatible PC; 640 K of RAM; 10 megabyte hard disk drive; MS-DOS or PC-DOS 3.1 or higher; MS-DOS CD-ROM Extensions 2.0 or higher; ISO 9660-compatible CD-ROM drive; standard monitor; floppy drive; parallel port for printer.

Daims M. Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in. System Requirements: Pentium 90 MHz or better; 16 MB RAM; Windows 3.1 or 95/98; 640x480 monitor or higher; CD-ROM drive (8x or higher recommended).

Early American manual therapy [CD-ROM]. Version 3.0. Virginia Beach (VA): Lifeline Press; 2003. 1 CD-ROM: 4 3/4 in. System Requirements: PCs or Macs; Internet browser (such as Microsoft Explorer); CD drive; Windows (for setup program to install this database to a hard drive).

[Return to 20. Databases on CD-ROM, DVD, or Disk / Notes](#)

## Box 61: Other types of material to include in notes:

The notes element may be used to provide any information useful to the reader. Begin by citing the database, then add the note. Some examples of notes are:

- Information on database content

Veterinary librarian [disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in. Covered 28 journals.

- Description of material accompanying the database. Begin with the phrase "Accompanied by" followed by a colon and a space.

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. Accompanied by: 1 manual and 1 quick reference card.

- The name of a library or other archive where an uncommon database may be found. Begin with the phrase "Located at" followed by a colon and a space. Include any finding number for the item.

PDF-4/organics: relational database [CD-ROM]. Newtown Square (PA): International Centre for Diffraction Data. 2002 - . CD-ROMs: 4 3/4 in. Located at: Library of Congress, Washington, DC; QE369.X2.

- Explanations of initialisms or acronyms used in the database title

ASH slide bank database for Heme CD [disk]. MS-Windows version 2.1. Seattle: University of Washington, Health Sciences Center for Educational Resources; c1996. 3 disks: color, 4 3/4 in. ASH is the American Society of hematology.

- The name of the organization sponsoring the database or for which it was prepared

Bowers L, Klesius SE. Physical activity for all! Adapted physical education for students with disabilities grades K-12 [DVD]. Cicero (NY): Program Development Associates; 2001. 1 DVD color, 4 3/4 in. Prepared under the auspices of the University of South Florida School of Physical Education.

[Return to 20. Databases on CD-ROM, DVD, or Disk / Notes](#)